Fiscal Reports

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ICJI's Egrants System Quick Start Guide Input Quarterly Sub-grantee Fiscal Report

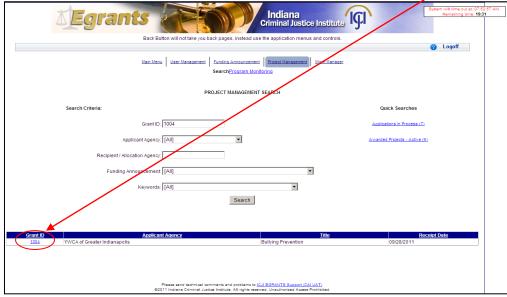
- Log onto ICJI's Egrants System

- At the "Welcome to ICJI Egrants" screen, on the **Main Menu** tab, select the **Project Management** tab at the top of the screen, or click on the first hyperlink in the body of the screen, which will take you to the **Project Management** Tab

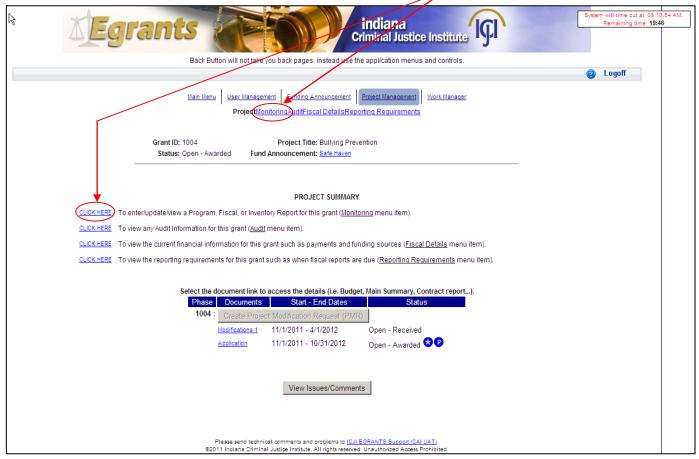




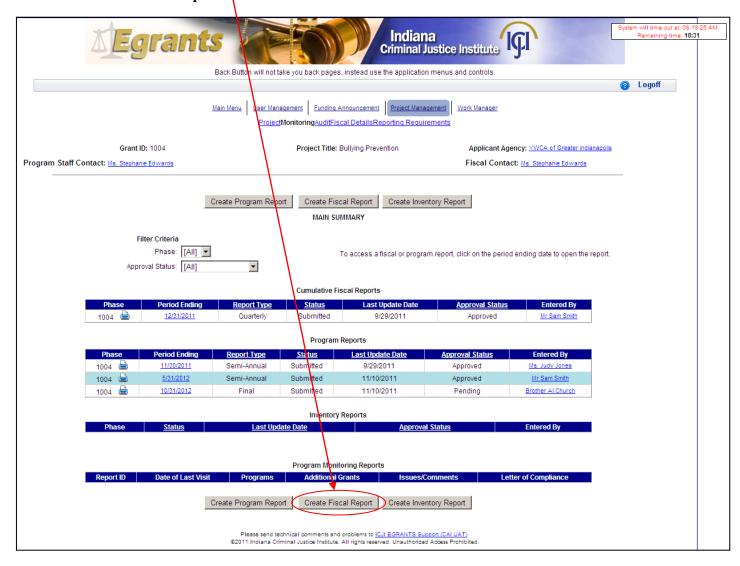
Your grant number will appear as a link. Click on the **Grant ID** link.



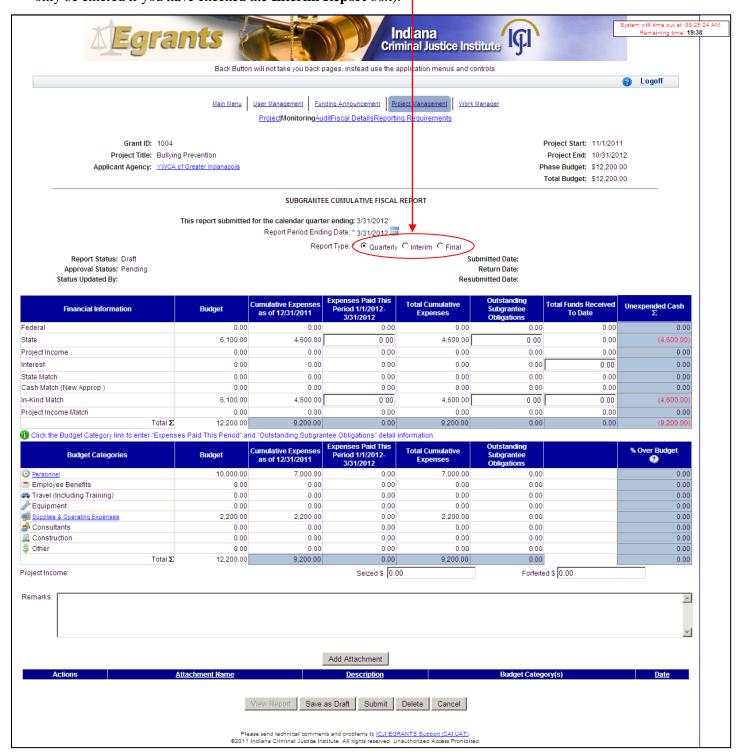
- Your **Project Summary** screen appears. Either click the **Monitoring** tab (from the menu at the top of the screen) or click on the first quick link in the body of the screen



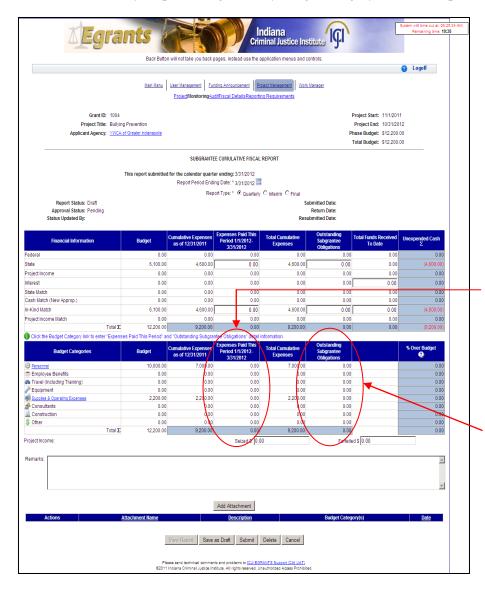
- The **Main Summary page** for Monitoring will appear (All Fiscal, Program, and Inventory reports that have previously been created will be displayed).
- Click on Create Fiscal Report



- You will be transferred to the **Quarterly Subgrantee Report** screen for fiscal reports.
- Input the **calendar quarter ending date** for the report being submitted.
- Check the **Quarterly**, **Interim or Final** report box (A date other than a calendar quarter ending date may only be entered if you have checked the **Interim Report** box).

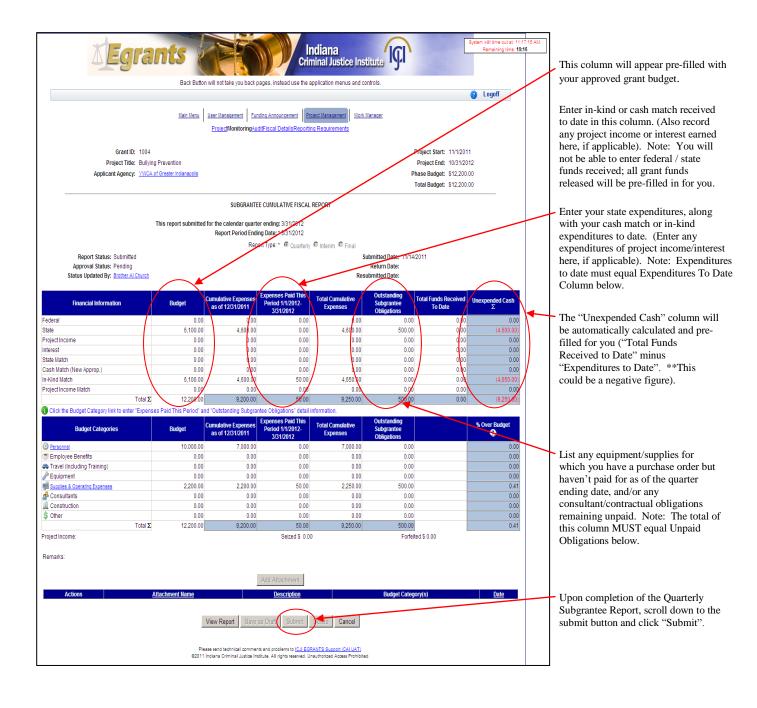


- Begin by entering the Expenditures to Date by budget category (bottom half of page).
- Also enter any <u>Unpaid Obligations by budget category</u> as of the Report Period Ending Date.



In this column you will assign your total expenditures to date to the proper budget category in which funds were spent. **Note**: The total of this column MUST equal "Expenditures to Date" above.

In this column you will assign your unpaid obligations to the proper category. **Note**: The total of this column MUST equal "Unpaid Obligations" above.



- After submitting the report, a confirmation form will appear.



When you select **Agree**, you will be taken back to the **Main Summary** screen. The report you created will appear as **Submitted** and **Pending Approval** status. After review and approval by appropriate ICJI fiscal staff, the Pending **Approval** status will change to **Approved**.

